

Double-Click on Macro Name to Copy It to One of Your Templates

**DocMini
mize**

Description:

Makes a document window its smallest possible size and moves it to the bottom right corner of the screen.

DocMinimizeAll

Description:

Minimizes and cascades all open windows in the lower right corner.

FixSmallCaps

Description:

Finds all files for a project, opens each in turn, finds characters formatted with small caps, and then changes the

case to all
uppercase.
Helpful for
conversions
from Word
for Windows
to Word for
ms-dos.

PrepareForConv ersion

Description: Finds
all files for a project,
opens each in turn,
changes apostrophes
and quotation marks
from curly to
straight, finds
characters formatted
with small caps, and
then changes the
case to all
uppercase. Helpful
for conversions from
Microsoft Word for
Windows to
Microsoft Word for
ms-dos.

SideByS ide

*Descriptio
n:*
Arranges
windows
side-by-
side
instead of
stacked
(as in
WindowAr
rangeAll).

tAutoExit

Description:

Resets Word to Microsoft defaults (for the most part). Rename to AutoExit after copying to your Global template (normal.dot).

WindowArrange2Windows

Description: If more than one window is open, asks the user which window to arrange next to the current window, and whether to arrange windows over-under (default) or side-by-side. If only one window is open, this macro does nothing.

WindowsSideBySide

Description: If more than one window is open,

asks the user next
to which window
the active window
should be placed. If
only one window is
open, this macro
does nothing.